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Terms and Conditions: Temporary Duties to Iraq

1. Purpose of Temporary Duties

TD's consist of a tour of duty of less than 6 months, and where the job has not been boarded in the normal way. These duties are usually to assist Post in a particularly busy period, or to cover a gap between substantive incumbents in the job role. *Occasionally* a TD will cover for an officer's decompression break, where this cannot be covered by Post in the normal way. TD's are on a purely voluntary basis. Any officer who is not happy to remain at Post may speak with their DHM about leaving immediately.

2. Golden Ticket

Staff who successfully bid for a substantive tour to Iraq of 6 months or longer are entitled to a 'Golden Ticket' from the Boarding Team (paragraph 5 of Circular 140-03 refers). Staff on TD of a duration less than 3 months will not/not be entitled to the Golden Ticket that staff who bid for a substantive tour receive. A TD of between 3 and 6 months however, will grant you entitlement to this Golden Ticket.

You will be able to 'cash in' your ticket when you next bid to the Selection Boards, with the Board members giving your bids priority alongside other credible candidates bidding to the Board. The onus is on the officer to highlight the fact they have a Golden Ticket when bidding. You should state the fact on your bidding form. If you fail to get a job at the board your Golden Ticket is not considered used and you can continue to apply for jobs citing your Golden Ticket until such time as a job is secured. The Boarding Team will advise when the Golden Ticket has been used, and a copy of this note will be kept on your INDIV file. (The golden ticket is not considered used until a posting has been granted and the officer substantively boarded.)

If your next post is at home, you can bank your ticket until the next time you are bidding on an overseas board. HR and the wider Office value the contribution you have made, and we hope that this will go some way to recognising that.

3. Fitness Declaration

Any officer bidding for a position in Iraq, whether substantive or on TD, should complete a fitness declaration. The declaration asks you to carefully consider your suitability for such a potentially physically demanding TD. For example, it is essential that an officer is able to run unaided, carry his/her own equipment, etc. Completed forms are passed to the Occupational Health Doctor (OHD) who will assess your obvious fitness for the TD. If he has any concerns, he will ask to see you, and make a better-informed judgement. He will advise you and the TD Team of his assessment. The TD Team will remove bids from anyone who does not pass the Occupational Health Advisors sift. The Health Declaration will remain on your INDIV file for at least the next 12 months.

4. AKE "Surviving Hostile Regions" Course

A posting to Iraq (including TD's) is subject to passing the AKE "Surviving Hostile Regions" course. This is a one-week residential course, which tests an officer's potential ability to cope under the stressful situations they may encounter

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in Iraq.

In some circumstances there may be a case for an officer not attending the AKE course prior to a posting, for example if they have already attended the course or served in Iraq. In such a scenario, a case for exemption should be put by Post to the Deputy Head of SSU,

5. **TOIL and Decompression breaks**

No overtime is paid to UK staff working overseas on DS terms and there is no formal right to time off in lieu (TOIL) overseas (FCO Guidance Vol. 5 Pay and Leave refers). TOIL is at the discretion of Post Management and can be used on decompression breaks but cannot be carried over at the end of a posting.

The length of absence on decompression breaks is a matter for Post management. Decompression breaks are provided at the pro-rata rate for a substantive tour.

6. **Leave Arrangements**

Following the recent pay settlement, there has been a new policy implemented on leave. Leave records will be based on Prism from 01 January 2006. Individual leave accounts will be created within HR Self-Service on Prism, and there will be a default setting of zero for each leave account at beginning of the calendar year. Individual leave entitlement for each new calendar year will be input onto Prism (plus Overseas Leave Addition where appropriate). At the end of the year, the Head of Mission (or MO) can authorise a carry-over of a maximum 10 days to the next calendar year (see below for transitional arrangements). Central monitoring of leave cards will be abolished. It will be for Line Managers to keep track that their staff have taken the leave to which they are entitled (either using the leave form on the intranet or, preferably, the Prism functionality).

All staff will be required to use all frozen leave during the life of the pay deal of 2005-08. We recognise that it will not be possible for all staff to unwind their frozen leave positions in year 1 and there will therefore be an interim period to enable staff to draw down this leave. By 2008, however, all leave will be on the basis 'use it or lose it'.

We have been able to negotiate a deal at present whereby if an officer bids for a tour in Iraq, due to the urgent nature of getting officers into the country, your frozen leave does not have to be used before you take up your posting there. It must, however, be used before you take up your next position following your tour in Iraq (whether that is another TD or a substantive tour).

7. **Subsistence**

Accommodation is provided on compound. You should be aware that at the moment all meals are provided free of charge to you through a facility operated by Crown Agents. At some stage in the future there are plans to charge staff for meals. There is little facility, if any, at present to eat or entertain elsewhere outside of the mission compounds.

8. **Medical Care**

The FCO has contracted a private company to provide primary health care services in Post. This company is Frontier Medical. More serious illnesses will

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be dealt with by Frontier Medical in conjunction with H&W in London, the British Military and the coalition forces as appropriate. Secondary care is managed by International SOS, the FCO's Healthcare Provider for staff and families covered by the FCO Overseas Healthcare Scheme via the FCO Healthline which offers a 24 hour service from their alarm centre which is also supported by a team of doctors and nurse practitioners. Contact numbers for these secondary providers are included in your Letter of Appointment.

Control Risks Group, the close protection personnel, are all first aid trained and will act appropriately in an emergency situation whilst on duty if they are the first at a scene.

The onus is on you to behave responsibly whilst at Post with regard to your own health, in order to make sure you are as fit as possible at all times. You should listen to the advice given by the Overseas Security Manager (OSM) and security personnel as well as by Frontier Medical. Negligence of such advice will be dealt with in a firm manner, and misconduct proceedings may take place. You have a responsibility to provide any information that is asked from you, such as honest answers to questions asked in the Health Survey if conducted during your time at Post.

9. Assistance getting there

Because of the additional workload supporting our missions in Iraq, there is a dedicated management section for Iraq in the British Embassy, Kuwait. They are there to assist staff transiting in and out of Iraq as well as families based in Kuwait.

Iraq Management Section, Kuwait

Management Officer:

, FTN (E-mail:).

Management Assistants:

, FTN (E-mail:) or
on FTN (E-mail:).

Travel to and from Post is via Kuwait by commercial airline, and you are entitled to carry with you the corresponding weight allowance for your personal luggage as per the airline guidelines. (For Club class, this is usually 30kg, but always check with your airline.)

You will carry your own body armour and helmet to Kuwait, issued to you on a loan basis here in London by the Iraq Directorate, Operations Unit (Ops Unit). This weighs approximately 9kg, but most airlines accept the dispensation letter you are provided with and do not count this towards your baggage entitlement. At the end of tour, individuals are responsible for returning their body armour to the Ops Unit. Officers failing to return this equipment will be charged the full cost of replacements, currently approximately £600.

Your body armour and helmet **must** be worn on any journey from Kuwait into Iraq, and for any travel within Iraq. You should be physically fit enough to cope with carrying this and any other personal belongings you wish to take with you.

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You should also be fit enough to run unaided and take any evasive action as recommended by your protection teams at Post.

You should book your travel to Kuwait via the American Express Travel Centre. They will arrange your onward travel from Kuwait to Iraq, in conjunction with the Management Sections in Kuwait and Iraq, by military flight to Baghdad, Basra, or Kirkuk. Occasionally you may travel to Basra by vehicle. All transport arrangements made are tentative, and you should be prepared for last minute changes to your itinerary.

Travel to Kirkuk is by United States Air Force from Ali Al Salem airbase in Kuwait. Flights currently fly on Mondays and Thursdays only. Additional documentation is required and you should contact Kirkuk for further details.

10. Pre-posting medical clearance

Your posting is subject to medical. Information on applying for this through the Capita on-line health questionnaire is included in your TD papers.

You must ensure that you have a dental check-up and any necessary work done before taking up your posting. There are extremely limited dental facilities available in Baghdad, Basra and Kirkuk. In addition, although emergency dental treatment is available in Kuwait, transfers in and out of Iraq are not straightforward and can often be subject to delays, due to the security situation.

11. Health Surveillance

On arrival at Post (within the first two weeks) new staff should complete the health surveillance questionnaire held by Post, and then take it to discuss with Frontier Medical who will advise you of what support facilities where relevant are available.

Your questionnaire should then be forwarded by Frontier Medical

). This assessment will form the baseline for ongoing Health Surveillance while you are at post. At around 2.5 months (if applicable) a further (second) Health Surveillance questionnaire must be completed.

Staff will continue to complete questionnaires and have an interview with Frontier Medical at the relevant times in accordance with their time spent at Post, and on the eve of their departure. The questionnaires will be forwarded to as before.

12. In drawing up this package we have been mindful of the difficult and dangerous circumstances staff in Iraq operate in. We have tried wherever possible within the rules to make this as attractive and flexible a package as possible. The package will be subject to review and adjustment on a regular basis in recognition that conditions in Iraq will change.

Updated 25 Nov 05.

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